**September 3, 2019**

**10:00 AM Phone Meeting**

**MENTORING COMMITTEE MEETING MINUTES**

In Attendance – Danielle Sicard (Easton), Andy Dowd (Northborough), Trudy Reid (Lynnfield), Jayne Marie Davolio (Millbury), Mary deAlderete (Carlisle), Marie Ryan (Stockbridge/Great Barrington/Richmond ☺)

**Welcome new members –** new members (Jayne, Mary & Trudy) were welcomed to the mentoring committee – we are thrilled to have these dedicated and talented clerks on our team!

**Mentoring Committee Documents**

* The committee was provided with the **Mentoring Committee Roles & Responsibilities** (approved by E-Board 6/12/19) that outlines the various roles within the mentoring committee. The FY20 list was also provided outlining who from the committee held which positions – all prior members have agreed to continue in their FY19 roles at this time.
* The committee spent some time discussing the **Requirements to become a Mentor – Hosting Responsibilities & Checklist.** We have had 2-3 mentors actually offer sessions since its inception and we had some concern as to whether the requirements were too cumbersome or why other mentors and regional associations may not have participated. Both Jayne & Trudy, who have been involved as a hosting mentor previously indicated that the document was helpful and not a hindrance for others to become hosting mentors.

**Class make up** – all are in agreement that 3 facilitators is the best (although 3 works) and there should be no more than 25 participants as smaller sessions work the best.

**Issues facing the Mentoring Committee –** the committee has expressed some concern with committee burn out and has expanded its membership to 12 members (current we have 9) to try to reduce attendance load to 1-2 workshops per year instead of the 3-4 they have been doing. With the 2020 Presidential election upon us it will be important to have more people involved. Danielle will send everyone a list of clerks who have signed up as a mentor and she encouraged the committee members to connect with mentors to encourage their participation as a host or potential committee member.

**Objectives / Direction Moving Forward –** committee members were asked to review the structure of mentor committee sessions vs mentor hosted workshops as well as the following questions that we hope to address over the coming year.

* + More sessions / locations around the state?
  + Use of Mentors for hosting?
  + Use of regional associations?

**Next Meeting Date – Tuesday 9/24 at 2PM – phone meeting**

Agenda - **FY20 Mentoring Workshop Schedule** – please do some advance work regarding dates of interest for hosting sites on the attached timeframe.